

## AGENDA

**OnPoint Board of Directors Meeting**  
**Tuesday, December 19, 2023 at 5:30 PM**  
Board Room, 540 Jenner Drive, Allegan, MI 49010

Also available virtually at the link or phone number below  
Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

+1 616-327-2708,,598536159# United States, Grand Rapids  
Phone Conference ID: 598 536 159#

1. Call to Order – Commissioner Gale Dugan
2. Pledge of Allegiance
3. Provision for Public Comment (agenda items only, 5” limit per speaker)
4. Approval of Agenda
5. Consent Agenda

*(All items listed are considered to be routine and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda upon request of any board member and will be considered separately.)*

- a. Motion – Approval of prior minutes:
  - i. Board Meeting (11/21/2023)
  - ii. Finance Committee (11/21/2023)
  - iii. Program Committee (11/21/2023)
  - iv. Executive Committee (11/17/2023)
  - v. Recipient Rights Advisory Committee (8/15/2023)
6. Program Committee – Alice Kelsey
7. Finance Committee Report – Beth Johnston
8. Recipient Rights Advisory Committee (Mar/June/Sep/Dec) – Glen Brookhouse
9. LRE Updates – Mary Dumas or alternate
10. Chairperson’s/Executive Committee Report – Commissioner Dugan
  - a. 2024 Board Meeting Schedule
11. OnPoint Executive Director’s Report – Mark Witte
12. Provision for Public Comment (any topic, 5” limit per speaker) – Commissioner Dugan
13. Board Member Comments – Commissioner Dugan
14. Adjournment
15. Future Meetings:
  - a. January 12, 2024 @ 2:30 pm – Executive Committee
  - b. March 19, 2024 @ 3:00 pm – Recipient Rights Advisory Committee
  - c. January 16, 2024 @ 4:00 pm – Program Committee
  - d. January 16, 2024 @ 4:30 pm – Finance Committee
  - e. January 16, 2024 @ 5:30 pm – Full Board Meeting

# **AGENDA**

## **OnPoint Board Finance Committee**

**December 19, 2023 @ 4:30 pm**

Hamilton Conference Room

540 Jenner Drive, Allegan MI 49010

- 1) Call to Order – Beth Johnston
- 2) Public Comment (agenda items only, 5 minute limit per speaker)
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Review of Written Reports
  - a) Facilities & Human Resources – Andre Pierre
  - b) Administrative Services Report – Andre Pierre
- 6) Action Items
  - a) Motion – to Recommend Board Approval of Voucher Disbursements
  - b) Motion – to Recommend Board Approval of Contracts
- 7) Informational Items
  - a) Financial Reports
- 8) Finance Committee Member Comments
- 9) Public Comment (any topic, 5" limit per speaker)
- 10) Adjournment – Next Meeting January 16, 2024 at 4:30 pm, 540 Jenner Drive, Allegan, MI

Finance Committee: Beth Johnston, Chair; Glen Brookhouse, Vice Chair;  
Commissioner Mark DeYoung; Commissioner Gale Dugan

OnPoint  
**DRAFT Finance Committee Minutes**  
October 17, 2023 – 4:30 pm  
Location: 540 Jenner Drive

**Board Members Present:** Glen Brookhouse, Gale Dugan, Mark DeYoung, Beth Johnston, Pastor Craig VanBeek

**Board Members Absent:** None

**Staff Members:** Mark Witte, Andre Pierre, Nikki McLaughlin

**Public Present:** None

1. **Call to Order** – Beth Johnston – Chairperson, called the meeting to order at 4:36 pm.

2. **Public Comment** – None

3. **Approval of Agenda**

Moved: Mr. Brookhouse                      Supported: Mr. DeYoung

Motion carried.

4. **Approval of Minutes**

Moved: Mr. Brookhouse                      Supported: Pastor VanBeek

Motion carried.

5. **Review of Written Reports:**

a. Facilities & Human Resources

Mr. Pierre reviewed his report with the Finance Committee. IT – Compliance audit corrective action was submitted and accepted by the PIHP. Rehmann has been engaged to assist in the development of IT policies as well as review current IT policies. Two more cell phone boosters have been ordered in addition to the two installed to assist with a couple of “dead zones”. Landline and internet have been going down, causing issues during working hours. Possible cause has been identified in a network cable with Spectrum. IT is still investigating. Fiber not delivered yet as expected. Working with Shareco on delivery date. Building update, there were a couple of leaks that have been dealt with as well as temperature regulation. New board was installed on rooftop unit to fix issue.

b. Administrative Services Report

Mr. Pierre reviewed report submitted.

6. **Action Items:**

a. The Finance Committee recommends that the OnPoint Board approve the September 2023 disbursements totaling \$3,498,410.01.

Moved: Mr. DeYoung                      Supported: Pastor VanBeek

Motion carried.

b. The Finance Committee recommends that the OnPoint Board approve the following list of provider contracts for fiscal year 2024.

Moved: Mr. Brookhouse                      Supported: Mr. DeYoung

Motion carried.

- c. The Finance Committee recommends a motion to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2024, through December 31, 2024.

Moved: Mr. Dugan

Supported: Mr. Brookhouse

Motion carried.

- d. The OnPoint Board authorizes the Executive Director to enter into a contractual purchase for Electronic Health Record (EHR) services from vendor PCE on behalf of the board for OnPoint's future growth.

Moved: Pastor Craig VanBeek

Supported: Mr. DeYoung

Motion carried.

## 7. Informational Items

### a. Financial Reports

Mr. Pierre reviewed the financial reports from September. Projected returns discussed. Final report for September to be submitted mid February.

## 8. Finance Committee Member Comments

None

## 9. Public Comment

None

## 10. Next Meeting – December 19, 2023, at 4:30 pm.

## 11. Adjournment

Moved: Mr. Dugan

Supported: Mr. Brookhouse

Motion carried.

Meeting adjourned at 5:25 pm.

## **Administrative Services Board Report December 2023**

Submitted by Andre Pierre, Chief Financial Officer  
269.569.3238 – [APierre@OnPointAllegan.org](mailto:APierre@OnPointAllegan.org)

We have officially taken occupancy of the new building on May 5, 2023. There still remains a “punch list” of small building items/projects to be completed. These items are on track to be completed over the next few months. We are processing the nineteenth construction draw totaling \$65,534.19 which will be funded through the United States Department of Agriculture (USDA) loan and Michigan Economic Development Corporation (MEDC) grant. During the month of September, we did not execute any change order requests. We continue to meet with Cornerstone Construction and Schley Nelson Architects to review change orders, requests for information, and project status.

This month’s packet includes the monthly financial report for October 2023. This is the eleventh month under the agency’s new chart of accounts after implementing Standard Cost Allocation. We are required to track staff time and costs at a greater level of detail than in the past, and to change the methodology we use to allocate costs. Overall, this change in methodology has not resulted in a significant change in cost by funding source. The Summary Schedule of Revenues and Expenses by Fund Source shows the difference between the revenue received from the Lakeshore Regional Entity (LRE) and the State of Michigan Department of Health and Human Services (MDHHS) and the eligible expenses incurred by OnPoint. These fund sources are cost settled at the end of each year, and any unspent funds are required to be returned to the LRE or MDHHS. We are projecting to return approximately \$359,458 (MH Medicaid and SUD Medicaid combined) to the LRE and carry forward/lapse approximately \$56,360 in General Funds back to MDHHS.

During the month the Human Resources department did not experience significant activity in the areas of turnover and internal transitions. The following activity occurred:

New Hires- 0

Separations- 3 (1 voluntary, 2 involuntary)

Active Posting- 7

In the area of Information Technology, OnPoint engaged in a formal partnership with Rehmann IT Security Solutions to begin addressing gaps and deficiencies within the area of policy & procedure, as well as our cyber security. We expect that our partnership will spread over several months in order to adequately put in place the policy infrastructure that will allow us to respectfully pass audits and safeguard the organization from internal and external threats. OnPoint is now in the active review stage and will provide periodic updates to key stakeholders as warranted.

I continue to work together with Erinn Trask in the transition of responsibilities. Due to the complex nature of Community Mental Health Service Program (CMHSP) finances and reporting requirements, our collaboration will continue over the next several months, as I progress into the scope of this role.

Sincerely,

Andre Pierre  
Chief Financial Officer  
December 8, 2023

<b>Full Board ACTION REQUEST</b>	<b>Subject:</b>	<b>Voucher Disbursements</b>		
	<b>Meeting Date:</b>	December 19, 2023		
	<b>Requested By:</b>	Beth Johnston, Finance Committee Chairperson		
<b><u>RECOMMENDED MOTION:</u></b>				
<b><u>The Finance Committee recommends that the OnPoint Board approve the November, 2023 disbursements totaling \$3,138,577.78.</u></b>				
<b><u>SUMMARY OF REQUEST/INFORMATION:</u></b>				
<u>Date Issued:</u>	<u>Voucher Number:</u>	<u>Type:</u>	<u>Amount:</u>	
November 1, 2023	N/A	Loan Payment	\$21,334.00	
November 10, 2023	P1713	Payroll	\$425,505.20	
November 15, 2023	V0927	Vendor	VOID	
November 15, 2023	V0928	Vendor	\$1,255,825.12	
November 24, 2023	P1714	Payroll	\$427,654.78	
November 30, 2023	V0929	Vendor	\$1,008,258.68	
<b><u>BUDGET/FINANCIAL IMPACT</u></b>				
<ul style="list-style-type: none"> <li>• These disbursements are part of the approved fiscal year 2024 operating budget for OnPoint.</li> </ul>				
<b>BY:</b> Nikki McLaughlin, Accounting Manager			<b>DATE:</b> December 19, 2023	

<b>Full Board ACTION REQUEST</b>	<b>Subject:</b>	<b>Contracts</b>
	<b>Meeting Date:</b>	December 19, 2023
	<b>Requested By:</b>	Beth Johnston, Finance Committee Chairperson

**RECOMMENDED MOTION:**

**The Finance Committee recommends that the OnPoint Board approve the following list of provider contracts for fiscal year 2024.**

**SUMMARY OF REQUEST/INFORMATION:**

<b>Provider</b>	<b>Contracted Service(s)</b>
Cutting Edge Lawn & Landscape	Snow removal

**BUDGET/FINANCIAL IMPACT**

- These contracted services are part of the fiscal year 2024 operating budget for OnPoint.

**BY:** Nikki McLaughlin, Accounting Manager **DATE:** December 19, 2023

ONPOINT



Period Ended  
October 31, 2023

Monthly Finance  
Report

This financial report is for internal use only. It has not been audited, and no assurance is provided.



# ONPOINT

## Summary Schedule of Revenues and Expenses by Fund Source

October 1, 2023 through October 31, 2023

	Capitation Revenue	Grant Revenue	Expense	Redirects	Lapse or (Deficit)
Medicaid					
Medicaid - Mental Health	\$ 1,976,421	\$ -	\$ (1,930,655)	\$ -	\$ 45,766
Medicaid - Autism	348,990	-	(162,404)	-	186,586
Medicaid - SUD	63,776	-	(58,084)	-	5,692
Healthy Michigan Plan - Mental Health	168,621	-	(119,873)	-	48,748
Healthy Michigan Plan - SUD	107,098	-	(34,432)	-	72,666
Medicaid subtotal	<u>\$ 2,664,906</u>	<u>\$ -</u>	<u>\$ (2,305,448)</u>	<u>\$ -</u>	<u>\$ 359,458</u>
CCBHC Demonstration					
CCBHC - Medicaid	\$ 479,712	\$ -	\$ (482,634)	\$ 2,922	\$ -
CCBHC - Healthy MI Plan	3,595	-	(63,605)	60,010	-
CCBHC - NonMedicaid	-	50,578	(50,578)	-	-
CCBHC Subtotal	<u>\$ 483,307</u>	<u>\$ 50,578</u>	<u>\$ (596,817)</u>	<u>\$ 62,932</u>	<u>\$ -</u>
General Fund	<u>\$ 227,698</u>	<u>\$ -</u>	<u>\$ (108,406)</u>	<u>\$ (62,932)</u>	<u>\$ 56,360</u>
SUD Treatment Block Grant	<u>\$ -</u>	<u>\$ 12,906</u>	<u>\$ (12,906)</u>	<u>\$ -</u>	<u>\$ -</u>

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# ONPOINT

## Statement of Revenue, Expenses and Change in Net Position

October 1, 2023 through October 31, 2023

Percent of Year is 8.33%

	Total FY 2023 Budget	YTD Totals 10/31/23	Under/(Over) Budget	Percent of Budget - YTD
<b>Operating revenue</b>				
Medicaid capitation	\$ 26,568,936	\$ 2,389,187	\$ 24,179,749	8.99%
Medicaid settlement	(924,438)	(238,044)	(686,394)	
Healthy Michigan capitation	3,286,276	275,719	3,010,557	8.39%
Healthy Michigan settlement	(408,682)	(121,414)	(287,268)	
CCBHC capitation and supplemental	7,656,476	483,307	7,173,169	6.31%
State General Fund formula funding	1,793,123	227,698	1,565,425	12.70%
State General Fund settlement	-	(56,360)	56,360	
Grants and earned contracts	2,362,800	226,812	2,135,988	9.60%
Local funding	346,095	28,841	317,254	8.33%
Performance based incentive payment (PBIP)	245,757	-	245,757	0.00%
Other reimbursements and revenue	561,711	88,676	473,035	15.79%
<b>Total operating revenue</b>	<b>\$ 41,488,054</b>	<b>\$ 3,304,422</b>	<b>\$ 38,183,632</b>	<b>7.96%</b>
<b>Operating expenses</b>				
Salaries and wages	\$ 10,829,937	\$ 845,331	\$ 9,984,606	7.81%
Fringe benefits	3,621,548	235,837	3,385,711	6.51%
Supplies and materials	164,312	34,276	130,036	20.86%
Provider Network services	23,603,305	1,737,121	21,866,184	7.36%
Contractual services	2,182,827	302,160	1,880,667	13.84%
Professional development	154,994	14,332	140,662	9.25%
Occupancy	150,706	44,305	106,401	29.40%
Miscellaneous expenses	145,467	25,195	120,272	17.32%
Depreciation	158,215	12,388	145,827	7.83%
<b>Total operating expenses</b>	<b>\$ 41,011,311</b>	<b>\$ 3,250,945</b>	<b>\$ 37,760,366</b>	<b>7.93%</b>
<b>Nonoperating expenses</b>				
Interest expense	46,998	8,854	38,144	18.84%
<b>Change in net position</b>	<b>\$ 429,745</b>	<b>\$ 44,623</b>	<b>\$ 385,122</b>	

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## **AGENDA**

**OnPoint  
Recipient Rights Advisory Committee (RRAC)  
Tuesday, December 19, 2023  
3:00 pm**

Meeting Location: OnPoint 540 Jenner Drive – Hopkins Conference Room

1. Call to Order – Glen Brookhouse, Chairperson
2. Public Comment – Agenda Items Only, Subject to 5-Minute Limit Per Person
3. Approval of/Additions to Agenda
4. Approval of Prior Meeting Minutes – August 2023
5. Review ORR Status Report – Kelsey Newsome
6. Review FY 23 Annual Report
7. Other Business
8. Public Comment – Any Topic, Subject to 5-Minute Limit Per Person
9. Adjournment, Next Meeting

RRAC members are:

Glen Brookhouse, Chair; Stacy Engelsman, Vice Chair;  
Craig VanBeek, Richard Wiley, Pam Brenner, Kim Bartnick, Jessica Castañeda

**2024 Meeting Months: March, June, September, December**

**MINUTES**  
**RECIPIENT RIGHTS ADVISORY COMMITTEE (RRAC)**  
**August 15<sup>th</sup>, 2023**  
**3:30 pm- 3:55 pm**

**Committee Members Present:**

Glen Brookhouse, Chairperson  
Stacy Engelsman, Vice Chairperson  
Craig VanBeek, Board Member

**Committee Members Not Present:**

Richard Wiley, Community Member

**Staff Present:**

Kelsey Newsome, Recipient Rights Director  
Janice August, Interim Clerical Supervisor

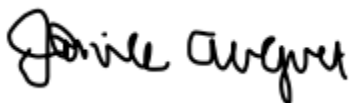
**Staff Not Present:**

Samantha Dereski, Recipient Rights Officer  
Melisse Hughes, ORR Specialist  
Allison Kridler, Recipient Rights Officer

**Members of the Public Present:**

1. **CALL TO ORDER** ~Chairperson Glen Brookhouse called the meeting to order at 3:30pm.
2. **PUBLIC COMMENT** ~ Chairperson Glen Brookhouse opened an opportunity for public comment. No public comment. Chairperson Glen Brookhouse closed the opportunity for public comment.
3. **APPROVAL OF/ADDITIONS TO AGENDA** ~ Chairperson Glen Brookhouse proposed to approve agenda as written, and to add other business including a follow-up to the rights appeal and add new members Pam Brenner, Kim Bartnick, and Jessica Castañeda and remove members Amy Clugston and John Weerstra. Board Member Stacy Engelsman supported to approve, 2<sup>nd</sup> by Community Member Pam Brenner. Unanimously approved by a voice vote.
4. **APPROVAL OF PRIOR MEETING MINUTES** ~ Chairperson Glen Brookhouse motioned to approve the May 2023 and June 2023 (Special Meeting) meeting minutes. Board Member Pam Brenner supported the motion, 2<sup>nd</sup> by Board Member Jessica Castañeda. Unanimously approved by a voice vote.
5. **REVIEW OF ORR STATUS REPORT** ~ Recipient Rights Director Kelsey Newsome reviewed the ORR Status Report and answered questions as they arose.
6. **REVIEW OF FY 23 SEMI-ANNUAL REPORT**~ Recipient Rights Director Kelsey Newsome reviewed the Semi-Annual report and answered questions as they arose.
7. **OTHER BUSINESS** ~ Chairperson Glen Brookhouse opened the floor for Other Business. Recipient Rights Director Kelsey Newsome discussed with the board the follow-up to the appeal and answered questions as they arose.
8. **Public Comment** ~ No public comment.
9. **ADJOURNMENT** – Motion to adjourn made by Chairperson Glen Brookhouse supported by Board Member Jessica Castañeda supported by Craig Brookhouse. Unanimously approved by voice vote. Adjourned at 3:55 pm.

Respectfully Submitted by,



Janice August  
Interim Clerical Supervisor

**RECIPIENT RIGHTS ADVISORY COMMITTEE (RRAC)  
December 2023 STATUS REPORT**

Reporting Period: August - November 2023

Submitted by Kelsey Newsome, LMSW, Recipient Rights Director  
ORR Direct Line: 269-628-5715; email [knewsome@onpointallegan.org](mailto:knewsome@onpointallegan.org)

**August - November 2023 Allegations**

Abuse II – Non-Accidental Act	1
Abuse II- Unreasonable Force	2
Abuse III	1
Neglect I	1
Abuse II - Exploitation	2
Neglect III	6
Neglect II	4
Safe Treatment Environment	1
Personal Property – Storage Space	1
Freedom of Movement	1
Sanitary & Humane Treatment Environment	2
Treatment Planning Person Centered Process	1
Dignity & Respect	6
Mental Health Services Suited to Condition	4
Out of Jurisdiction	5
Disclosure of Confidential Information	1
Restrictions/Limitations without authorization	1
<b>Total Allegations</b>	<b>40</b>

**FY 23 Timeliness Report:**

	No Right Involved/ Out of Jurisdiction (Acknowledgement Letter Only)	≤ 30 days	≤ 60 days	≤ 90 days	> 90 days	Total
Previously Closed Allegations	9	0	0	92	0	101
Allegations Closed During Reporting Period	3	0	0	53	2	58
<b>Total</b>						<b>159</b>

**FY 24 Timeliness Report:**

	<b>No Right Involved/ Out of Jurisdiction (Acknowledgement Letter Only)</b>	<b>≤ 30 days</b>	<b>≤60 days</b>	<b>≤90 days</b>	<b>&gt;90 days</b>	<b>Total</b>
<b>Allegations Closed During Reporting Period</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Open Allegations</b>	<b>0</b>	<b>8</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>17</b>
<b>Total</b>						<b>21</b>

<b>Recipient Rights Advisory Committee ACTION REQUEST</b>	<b>Subject:</b>	<b>ORR Annual Report</b>
	<b>Meeting Date:</b>	December 19, 2023
	<b>Requested By:</b>	Kelsey Newsome
<b><u>RECOMMENDED MOTION:</u></b>		
<p>The Recipient Rights Advisory Committee approves the submission of the Recipient Rights Annual report to the Michigan Department of Health and Human Services (MDHHS) Office of Recipient Rights (ORR).</p>		
<b><u>SUMMARY OF REQUEST/INFORMATION:</u></b>		
<ul style="list-style-type: none"> <li>• OnPoint ORR has prepared an annual report in accordance with the Michigan Mental Health Code.</li> </ul>		
<b><u>BUDGET/FINANCIAL IMPACT</u></b>		
<ul style="list-style-type: none"> <li>• None</li> </ul>		
<b>BY:</b> Kelsey Newsome, Director of Recipient Rights	<b>DATE:</b> December 11, 2023	

## AGENDA

**OnPoint Board of Directors – Program Committee**  
**Tuesday, December 19, 2023 @ 4:00 pm**  
Board Room, 540 Jenner Drive, Allegan MI 49010

Also available virtually at the link or phone number below  
Microsoft Teams meeting  
**Join on your computer or mobile app**  
[Click here to join the meeting](#)

**Or call in (audio only)**  
+1 616-327-2708,,598536159# United States, Grand Rapids  
Phone Conference ID: 598 536 159#

- 1) Call to Order – Alice Kelsey, Chairperson
- 2) Public Comment (agenda items only; 5” limit per speaker)
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Program Presentation: Infant Mental Health and Early Childhood Services – Tara Poore & Mahana Lugo
- 6) Review of Written Reports
  - a) COO Report – Leanne Kellogg
  - b) Program Operations – Susan Conrad
  - c) Evidence Based Practices – Geniene Gersh
  - d) Quality, Innovation and Compliance – Mandy Padgett
  - e) Customer Services – Cathy Potter (Feb/May/Aug/Nov)
- 7) Program Committee Member Comments
- 8) Public Comment (any topic; 5” limit per speaker)
- 9) Adjournment – Next Meeting January 16, 2024 at 4:00 pm, 540 Jenner Drive, Allegan, MI

Program Committee: Alice Kelsey, Chairperson; (Vacant), Vice-Chairperson;  
Kim Bartnick; Pam Brenner; Jessica Castañeda; Jane Ferrel; Dr. Robin Klay; Karen  
Stratton



**OnPoint Board of Directors  
DRAFT Program Committee Minutes  
November 21, 2023**

**Board Members Present:** Kim Bartnick; Pam Brenner; Jane Ferrel; Jessica Castañeda

**Board Members Absent:** Alice Kelsey, Chairperson; Dr. Robin Klay; Karen Stratton

**OnPoint Staff Present:** Megan Ford; Kelsey Newsome; Leanne Kellogg; Geniene Gersh (virtual); Cathy Potter; Emma Higgs; Tara Poore; Meagan Currie

**Public Present:** None

- 1) **Call to Order** – Ms. Castañeda called the meeting to order at 4:06pm.
- 2) **Public Comment** – No members of the public in attendance.
- 3) **Approval of Agenda** – Kim Bartnick moved to approve the agenda. Pam Brenner supported the motion. Motion carried by unanimous consent.
- 4) **Approval of Minutes** – Pam Brenner moved to approve the minutes from the meeting on October 17, 2023. Kim Bartnick supported the motion. Motion carried by unanimous consent.
- 5) **Program Presentation:** Autism Program and Children's Supports Coordination Services, Megan Ford presented via a PowerPoint presentation and verbal report for the committee members. Megan provided the committee with an overview of the program, services included, current autism data, and two success stories.
- 6) **Program Committee Reports** – Leanne Kellogg, Chief Operating Officer, provided and reviewed her written report. Ms. Kellogg will provide the program committee with the new structure of the SUD Program. Cathy Potter, Customer Service Coordinator, provided and reviewed customer service's quarterly status report.
- 7) **Program Committee Member Comments** – No comments from the committee members.
- 8) **Public Comment** – No members of the public in attendance.
- 9) **Adjournment** – Motion by Kim Bartnick, supported by Pam Brenner to adjourn the meeting. Motion carried by unanimous consent. Meeting adjourned at 4:45pm.

Submitted by,

Meagan Currie

## OnPoint COO BOARD REPORT

**December 2023**

Submitted by: Leanne Kellogg, Chief Operating Officer, MS, BSN, RN,  
269-673-6617 ext. 4868 email: lkellogg@onpointallegan.org

As we begin to plan the Board Program Committee presentations for 2024, please see below drafts for consideration. I'm looking forward to our discussion of presentation topics and agenda.

As the year ends, I wanted to express sincere appreciation and gratitude for our staff and board members for their commitment to the communities and people that we serve. It's an honor to witness the work and see improvement in the lives we touch. May you all have a blessed Holiday season!

<b>2024 ANNUAL PROGRAM COMMITTEE PRESENTATION SCHEDULE</b>		
<i>Program Committee meets the 3rd Tuesday each month at 4pm.</i>		
<b>MONTH</b>	<b>PRESENTATION TOPIC</b>	<b>PRESENTER(S)</b>
<b>January 16</b>	Children's Services: Wraparound, Homebased and Infant Mental Health	Tara Poore, Tracy Monroe & Emma Higgs
	Corporate Compliance Plan	Mandy Padget
<b>February 20</b>	Case Management and Supportive Services	John Eagle & Laura Furey
	Utilization Management	Michell Truax
<b>March 19</b>	Access, Crisis, and Mental Health Treatment Court	Melissa Potvin, Alison Schuyler & Dreka Payne
	Evidence Based Practices	Geniene Gersh
<b>April 16</b>	Assertive Community Treatment (ACT)	Lauren Todaro & Shandra Stewart
<b>May 21</b>	Prevention Services	Tara Poore & Heidi Denton
	Administrative Professionals	Janice August
<b>June 18</b>	Peer Teams (Certified Peers, Recovery Coaches, Parrent Support Partners)	Peer Group
<b>July 16</b>	Medication Clinic Services	Angel Hopkins
	Occupational Therapy	Rebecca DeHart & Brandon Lange
<b>August 20</b>	Housing Programs	Emily Berning
	Provider Network and Self Determination	Amy Kettring & Mallory Kramer
<b>September 17</b>	Recovery Management Services	Lauren Todaro
<b>October 15</b>	Supported Employment Services	John Eagle & Joshua Behymer
	Quality Improvement Plan	Mandy Padget
<b>November 19</b>	Autism Program and Children's Supports Coordination Services	Tara Poore & Megan Ford
	Customer Services	Cathy Potter

<b>December 17</b>	Outpatient Services	Melissa Potvin & Tara Poore
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\*All reports are subject to availability and relevance.

### QI BOARD REPORT SCHEDULE

REPORT	FY Q1	FY Q2	FY Q3	FY Q4
Annual HIPAA Reporting		X		
Audit/Site Review Updates	X	X	X	X
CIRE/SE	X	X	X	X
EOB			X	
LRE Updates	X	X	X	X
Medicaid Verification	X	X	X	X
MMBPIS Updates	X	X	X	X
OnPoint Annual Scorecard		X		
OnPoint Data Timeliness Report	X		X	
PIP	X			
QI Plan / Updates		X		X
Survey Updates	X	X	X	X
UM Reports		X		X

\*All reports are subject to availability and relevance.

Annual HIPAA Reporting: Annual report of any Health Insurance Portability and Accountability Act activities as necessary

Audit/Site Review Updates: Report out on any relevant audit or site review findings

CIRE/SE: OnPoint will collect, review, report and monitor our Critical Incident(s), Risk Event(s) and Sentinel Event(s) according to requirements

EOB: An estimation of benefits is a statement from OnPoint/LRE describing what costs have been covered for care that a person has received, correspondences occur on this

LRE Updates: Reports of any updated information as needed

Medicaid Verification: LRE reporting requirement identifying eligible Medicaid services

MMBPIS Updates: Michigan's Mission-Based Performance Indicator System, reporting requirements

OnPoint Annual Scorecard: High level data reporting annually to LRE

OnPoint Data Timeliness Report: Service level data internally and to LRE

PIP: each Prepaid Inpatient Health Plan (PIHP) has a Quality Assessment and Performance Improvement Program (QAPIP), reporting requirements

QI Plan/Updates: Report out on full OnPoint Quality Improvement plan, within the monthly presentation schedule

Survey Updates: Reports on any population-health level data across survey responses

UM Reports: Reports on any population-health level data across delivered services

**Quality Innovation, Utilization Management, Provider Network, Health Information Management, and Compliance  
Board Report  
December 2023**

Submitted by Mandy Padget, MSW, CHC, Director of Quality Innovation and Compliance  
[mpadget@onpointallegan.org](mailto:mpadget@onpointallegan.org) (269) 673-6617 ext. 2718

**Quality Innovation Activities**

Team QI has been hard at work on a number of quality improvement and quality innovation activities associated with the implementation of OnPoint's CCBHC demonstration and IA grant. The team is particularly excited to partner with Dr. Geniene Gersh, Director of Evidenced Based Practices, on the organizational assessment of trauma informed care and practices. A tool has been selected, next steps will include timeline identification and key stakeholder engagement planning. More to come on this exciting partnership.

**Corporate Compliance Activities**

OnPoint has no open investigations at this time.

**Utilization Management Activities**

The Utilization Management team collectively reviewed and approved hundreds of internal and external service authorizations. The team has implemented the new and improved UM plan and initial feedback from internal stakeholders has been positive. Team UM is thrilled to work collaboratively with OnPoint's clinical teams to ensure timely authorization of services and supports.

**Health Information Management**

In mid-November, OnPoint successfully rolled out multifactor authentication within the framework of OnPoint's electronic medical record for all users. A HUGE thank you to Tom Lohrmann, OnPoint's Health Information Manager, for taking this task on. The Health Information Management department has been working closely with IBH Analytics, Team QI, finance/reimbursement, and clinical teams across the organization to create EMR efficiencies and workflows that will support CCBHC demonstration and IA work in all departments.

**Provider Network**

Amy Kettring, Provider Network Manager has been hard at work revamping workflows within the Provider Network team to improve efficiency and timeliness across service lines supported by the provider network team including self-determination and county of financial responsibility agreements.

Respectfully submitted,

Mandy Padget, MSW, CHC  
Director of Quality Innovation and Compliance  
OnPoint

**OnPoint Board of Directors Minutes - DRAFT**  
**Tuesday, November 21, 2023, at 5:30 PM**  
Board Room, 540 Jenner Drive, Allegan, MI 49010

**Board Members Present:** Kim Bartnick; Pam Brenner; Glen Brookhouse; Jessica Castañeda; Commissioner Mark DeYoung; Commissioner Gale Dugan; Jane Ferrel; Beth Johnston; Pastor Craig VanBeek

**Board Members Absent:** Alice Kelsey, Dr. Robin Klay; Karen Stratton

**OnPoint Staff Present:** Leanne Kellogg; Andre Pierre; Kelsey Newsome; Mark Witte; Meagan Currie

**Public Present:** Lisa Currie; Richard Currie

1. **Call to Order** – Commissioner Dugan called the meeting to order at 5:31pm. Roll call was taken. A quorum was established.
2. **Pledge of Allegiance** – All present stood to recite the Pledge of Allegiance.
3. **Introduction of Executive Assistant** – Mark Witte introduced OnPoint’s new Executive Assistant, Meagan Currie.
4. **Provision for Public Comment** – No comments received.

5. **Approval of Agenda**

Motion: To approve the agenda as presented.

Moved: Beth Johnston

Supported: Kim Bartnick

Motion carried by unanimous roll call vote.

6. **Consent Agenda** – *All items listed are considered routine and will be enacted by one motion.*

- i. Board Meeting (10/17/2023)
- ii. Finance Committee (10/17/2023)
- iii. Program Committee (10/17/2023)
- iv. Executive Committee (10/13/2023)

Motion: To approve the minutes on the consent agenda as presented.

Moved: Beth Johnston

Supported: Kim Bartnick

Motion carried by unanimous roll call vote.

7. **LRE Updates** – Stephanie VanDerkooi, Chief Operating Officer of the LRE, gave a virtual update on LRE matters. Ms. VanDerkooi reported on the hiring of a new Veteran Navigator, LRE is finalizing interviews for the Clinical Manager position, and one of LRE’s Provider Network Managers, Don Avery, has given his resignation and will be working as the Provider Network Director at Network 180. Ms. VanDerkooi will not be replacing Don’s position as is, there will be restructuring, and there will be further details provided next month. Furthermore, LRE submitted their fiscal year ‘21 financial audit, fiscal year ‘22 is being worked on right now, and fiscal year ‘23 will be worked on right after. Finally, LRE’s Oversight Policy Board is meeting on December 6, and the Substance Use Disorder Strategic Plan received approval.

**8. Program Committee – Jessica Castañeda**

Ms. Castañeda briefly reviewed the activities of the Program Committee including a presentation by Megan Ford about the Autism Program and Children’s Supports Coordination Services, Leanne Kellogg provided the COO Report, and Cathy Potter informed the group that any feedback about OnPoint can be sent to the customer services email – customerservices@onpointallegan.org. Finally, next month Leanne and the Program Committee will discuss a program schedule.

**9. Finance Committee Report – Beth Johnston, Treasurer**

Motion: To approve the October 2023 disbursements totaling \$3,498,410.01 as recommended by the Finance Committee.

Moved: Beth Johnston

Supported: Glen Brookhouse

Motion carried by unanimous roll call vote.

Motion: To approve the list of provider contracts for fiscal year 2024 as recommended by the Finance Committee.

Moved: Beth Johnston

Supported: Pastor VanBeek

Motion carried by unanimous roll call vote.

Motion: To comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2024, through December 31, 2024, as recommended by the Finance Committee.

Moved: Beth Johnston

Supported: Commissioner DeYoung

Motion carried by unanimous roll call vote.

Motion: To authorize the Executive Director to enter into a contractual purchase for Electronic Health Record (EHR) services from vendor PCE on behalf of the board for OnPoint’s future growth as recommended by the Finance Committee.

Moved: Beth Johnston

Supported: Jane Ferrel

Motion carried by unanimous roll call vote.

Andre Pierre, Chief Financial Officer, gave an update of the Finance Committee’s activities including OnPoint returning money to LRE and the State of Michigan.

**10. Recipient Rights Advisory Committee (RRAC)**

RRAC Chairperson, Glen Brookhouse, noted that the committee did not meet this month; the next meeting is in December.

**11. Chairperson’s/Executive Committee Report – Commissioner Dugan**

Commissioner Dugan reported on the proceedings of last week’s Executive Committee meeting, noting the motion to change vendors for medical record retention. Further, the committee received a compliance update stating that no actions are

needed at this time, and next month is the board's evaluation of Executive Director Mark Witte.

**12. OnPoint Executive Director's Report – Mark Witte**

Mr. Witte started out by stating that there is a meeting scheduled to discuss the Community Health Improvement Plan, there was a meeting on November 15<sup>th</sup> of the LRE Board which focused on finances, and OnPoint is anticipating a small surplus of funds which can go into the Internal Service Fund within the region. Mr. Witte went on to review his report, noting the issue of Standard Cost Allocation and the high turnover of DHHS staff. Mark ended by expressing his appreciation for the board.

**13. Provision for Public Comment – No comments received.**

**14. Board Member Comments**

Ms. Castañeda wished everyone a happy holiday, which was echoed by various board members. Mr. Brookhouse commented on the fall conference, stating that the information provided about indigenous individuals was very eye opening. Pastor VanBeek recognized Andre for doing a great job in his role. Mr. DeYoung noted his appreciation for each board member and their work for OnPoint. Commissioner Dugan shared that Hillside asked for more OnPoint brochures.

**15. Motion to Adjourn:**

Moved: Beth Johnston

Supported: Kim Bartnick

Motion approved by common consent. Meeting adjourned at 6:14pm.

Respectfully submitted,

Meagan Currie  
Executive Assistant

Gale Dugan  
Board Chairperson

OnPoint  
**Executive Committee Meeting Minutes – DRAFT**  
November 17, 2023 – 2:30 pm  
*Location: OnPoint, 540 Jenner Drive, Allegan, MI 49010*

Board Members    [X] Commissioner Gale Dugan, OnPoint Board Chairperson  
                         [X] Alice Kelsey, OnPoint Board Vice-Chairperson  
                         [X] Elizabeth Johnston, OnPoint Board Treasurer  
                         [X] Commissioner Mark DeYoung, OnPoint Board Secretary

OnPoint Staff     [X] Mark Witte, OnPoint Executive Director  
                         [X] Mandy Padget, OnPoint Director of Quality, Innovation & Innovation (written report)  
                         [X] Andre Pierre, OnPoint Chief Financial Officer – via Teams  
                         [X] Meagan Currie, OnPoint Executive Assistant – briefly for introductions

1. **Call to Order** – Chairman Dugan called the meeting to order at 2:35 pm.
2. **Members Present/Excused**
  - a. Executive Assistant – Introduction of Meagan Currie
3. **Review/Approval of Agenda**
4. **Review/Approval of Minutes of October 13, 2023 Meeting** – Ms. Kelsey moved, and Comm. DeYoung supported, that the minutes of 10/13/2023 be approved. All in favor. Motion passed.
5. **Compliance Update** – Ms. Padget was unable to attend in person but provided a written report that was read for the committee by Mr. Witte. There being no issues, concerns, or needs for action, the report was received for information.
6. **Updates on Prior Meeting Topics** – No topics presented for update.
7. **Executive Director Items**
  - a. Mr. Pierre briefed the group on a planned motion that will be presented through the Finance Committee to the Board next Tuesday. The matter concerns a proposal to adopt a new electronic medical record by 10/1/2024. The purpose of discussion with the Executive Committee is to obtain input from the Committee members on how to best present the motion – what kind of information and how much would be useful for the board. Mr. Pierre provided a comprehensive overview of the recommended action. The committee members strongly supported the recommendation and made several suggestions:
    - Simplify the financial overview; clearly address where the money will come from.
    - Emphasize the overall agency benefit and cost avoidances it will produce.
    - Emphasize points regarding the quality of the products; OnPoint might be liable if there are clinical impacts from EMR faults/failures.
    - Underscore the value of alignment with MDHHS standards in the software.
    - Note the impact of installed user base variables in Michigan.
    - Emphasize the importance of supporting staff with tools to make their work easier and less frustrating.
    - Note the strategic importance of staying current with the field and in doing so now.
8. **Discussion Items Requested by Members**
  - a. Chairperson Dugan solicited feedback from committee members concerning one of the terms of Mr. Witte’s employment contract related to performance expectations.
9. **Next Meeting Date/Time**
  - a. Proposed: Friday, December 15, 2023 at 2:30 pm
10. **Adjournment** – Meeting adjourned at 4:17 pm.

Submitted by Mark Witte



**ONPOINT BOARD  
Committee & Board Meetings 2024**

Location: All meetings are held at OnPoint, 540 Jenner Dr., Allegan, MI  
OnPoint website: [www.onpointallegan.org](http://www.onpointallegan.org)

<b>Committee</b>	<b>Meeting Date</b>	<b>Time</b>	<b>Board Members</b>
<b>Recipient Rights Advisory Committee</b> Hopkins Conference Room	March 19 June 18 September 17 December 17	3:30 pm	Glen Brookhouse, Chair Stacy Engelsman, Vice Chair Kim Bartnick Pam Brenner Jessica Castañeda Craig Van Beek Richard Wiley
<b>Finance Committee</b> Hamilton Room	January 16 February 20 March 19 April 16 May 21 June 18 July 16 August 20 September 17 October 15 November 19 December 17	4:30 pm	Beth Johnston, Chair Glen Brookhouse, Vice Chair Mark DeYoung Gale Dugan Pastor Craig Van Beek
<b>Program Committee</b> Board Conference Room		4:00 pm	Open, Chair Alice Kelsey, Vice Chair Kim Bartnick Pam Brenner Jessica Castañeda Jane Ferrel Dr. Robin Klay Karen Stratton
<b>Full Board Meeting</b> Board Conference Room		5:30 pm (or as soon as committee meetings have ended)	Gale Dugan, Chair Alice Kelsey, Vice Chair Beth Johnston, Treasurer Kim Bartnick Pam Brenner Glen Brookhouse Jessica Castañeda Mark DeYoung Jane Ferrel Karen Stratton Dr. Robin Klay Pastor Craig Van Beek
<b>Executive Committee</b> Hamilton Room		2:30 pm	Gale Dugan, Chair Alice Kelsey, Vice Chair Beth Johnston, Treasurer Mark DeYoung, Secretary
<b>Nominating Committee</b>	Meets as needed		Mark DeYoung, Chair Glen Brookhouse Alice Kelsey Craig Van Beek

❖ Other ad-hoc committees meet on an as-needed basis.

OnPoint Board of Directors  
**Executive Director Report**  
December 2023

## 1. Agency

One of the most satisfying things I sense these days is the steady ability to attract and hire new employees to the agency. At a time when we hear of such critical staffing shortages in so many behavioral health agencies, I think we've had fewer challenges than most in getting talented and passionate staff to join OnPoint's work in Allegan County. That said, we also have a number of openings from the growth under the CCBHC demonstration and other grants.

You'll hear more details perhaps from others, but we have sprung into action with the approval the board gave last month for a new EMR (Electronic Medical Record). We hosted a detailed overview of the PCE system on 11/30 with a large group of agency leadership. It was an enthusiastic kickoff of the planning activities that will get underway in earnest in January, leading to full conversion by October 1, 2024. We know there is a lot of difficult work ahead of us, but it's good to be underway.

We are increasingly aware of how important it will be to pace the agency's commitments in 2024. There are always needs and opportunities, and our posture is to be a good community partner and compassionate provider of services within our domain. Yet, we are sometimes presented with needs that call us to respond or to develop increased partnerships with various entities within our county, particularly at a time when the public has increasing awareness of the vital role of behavioral health services. We will still engage in dialogue and conversation, but given all that's on the fork at the moment we will be cautious for a bit to avoid becoming over-extended if it would prevent us from providing a good service.

## 2. Board

We have resumed our work to refresh OnPoint's strategic plan. In March 2023, the board approved the revised mission, vision, and values statements, adopted four strategic themes and eight associated goals. Now that we have settled into our new building, added to and restructured our leadership, secured and started the CCBHC demo, and set our course with PCE as our EMR, we are turning to address the buildout of strategies and interventions with our OnPoint Leadership group. This group consists of all agency supervisors who will be an integral part of the process used to flesh out the ongoing strategic plan.

We'll provide updates as we go to maintain your oversight on the progress of the plan. A good share of the plan will identify important strategic activities that are already underway. Our desire is to have a plan that supports accountability and can be used to follow our progress over time.

## 3. Community

Commissioner Jim Storey reported on 12/3: *"Angelique Joynes advised Board of Commissioners members that she would be leaving her position as county health officer and head of the county's health department at the end of January. The vacant position will be advertised on the county website while future decisions are considered."*

On 11/28, I met with Linda Teeter from the Legal Assistance Center to better understand the ways in which our agency can work more effectively with the LAC.

On 12/5, we also hosted the first of a series of quarterly conversations with the court (Jon Blair, Daniel Norbeck and Jessica Winsemius) and to maintain open communication channels and work to better support their work through our operations wherever possible.

#### 4. Region

Our current major contract with the LRE for Medicaid services was executed for FY2021 and has been extended through amendments since then. The next new contract is slated to be in place by January 1, 2024 and a stepwise schedule for reviews, revisions, and approvals is already in motion. As has been our pattern over the years, I will seek approval to sign the contract at the appropriate point in this process and advise you along the way as to the major changes in contract format and content.

#### 5. State

**State Legislative Update** – Things are very quiet in the legislature at the moment as predicted by CMHA’s Alan Bolter. This is due to vacancies of two representatives that created a 54-54 party split, which makes all but the most bipartisan bills difficult to bring to a vote. There are also efforts to join forces to reduce a future backlog that will follow special elections.

At the December 1 meeting of the CMHA Board of Directors, attended by Commissioner Dugan and me, we heard updates on several bills of interest to CMHA:

**SB 27** – Requires MH/SUD insurers cover at parity with physical health

**HB 4707** – Mandates all insurers cover MH/SUD – opposed by BCBS and Health Plans

**HB 4131, 4213, 4579, 4580** – Telehealth package – opposed by BCBS and Health Plans

**SB 227** – Allows limited emergency restraint in Child Caring Institutions – awaits Governor

**HB 5184, 5185** – Eliminate social work licensing exam

**HB 5178, 5179** – Allows clean syringe distribution/exempts from paraphernalia laws

**SB 542** – Allows DHHS distribution of Naloxone for opioid overdose

**HB 5371, 5372** – Mandates CCBHC funding through Medicaid program

**HB 4693** – Allow OMA to permit remote participation by non-elected boards

No particular action from the board is requested at this time.

Sincerely,

Mark Witte  
December 7, 2023